



## DEPARTMENT OF SOCIAL SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF SOCIAL SERVICES	<b>RELEASE DATE:</b>	Monday, April 8, 2013
<b>POSITION TITLE:</b>	CHIEF, CONTINUING CARE CONTRACTS BRANCH	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	04082013_1

### POSITION DESCRIPTION

Under the administrative direction of the Community Care Licensing Division (CCLD) Deputy Director, the Continuing Care Contracts Branch Chief has statewide responsibility for the oversight of continuing care retirement communities (CCRCs) licensed by CCLD.

The position is responsible for developing policies and procedures to ensure the enforcement of the statute pertaining to the regulation of CCRCs throughout California. These policies and procedures include, but are not limited to: comprehensive review of all new developments; ongoing regulation of existing CCRCs; consumer protection to ensure that the promised care and adequate supervision are provided; and enforcement of all contractual obligations. The obligations pertain to long-term health care for the elderly, who have invested significant life savings in CCRCs.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

#### Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

**Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with

substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

- a. Knowledge of programs within CDSS, including continuing care contracts and community care licensing laws and regulations.
- b. Knowledge of principles of government policy setting, public relations, budgeting, contract management, negotiating techniques, personnel management, and real estate and business law.
- c. Knowledge of generally accepted auditing and accounting principles.
- d. Knowledge of health care financing, investment banking procedures, construction financing through government or public markets, financial instruments, and insurance principles.
- e. Ability to formulate, implement, and evaluate policy relative to program operations.
- f. Ability to gain the confidence and support to top level administrators and advise them on a wide range of administrative matters.
- g. Ability to analyze complex problems and recommend effective courses of action.
- h. Ability to develop cooperative working relationships with representatives from all levels of government, the public, legislative and executive branches of State government, and continuing care contracts administrators on a national level.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF, CONTINUING CARE CONTRACTS BRANCH**, with the **DEPARTMENT OF SOCIAL SERVICES**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of a designated screening committee established to screen the applications and a two-page statement of qualifications. The minimum qualifications and desirable qualifications listed above will be used to screen the application and two-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how

his/her background, knowledge and abilities specifically meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews may be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. It is anticipated that examination interviews may be held in May/June 2013. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results.

## **FILING INSTRUCTIONS**

Candidates who filed applications during the initial recruitment period of October 16, 2012 through December 19, 2012, do not need to reapply. Your application will remain in the applicant pool and will be considered along with those received during this recruitment period.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF SOCIAL SERVICES, EXAMINATION UNIT  
744 P Street, MS 8-15-59, Sacramento, CA 95814  
Estela Hernandez | (916) 654-9563 | [Estela.Hernandez@dss.ca.gov](mailto:Estela.Hernandez@dss.ca.gov)

## **ADDITIONAL INFORMATION**

Questions regarding the exam process should be directed to Estela Hernandez at (916) 654-9563.

Questions regarding the position should be directed to Lynn Otani at (916) 654-2906.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF SOCIAL SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including

integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)